

Posting Date: May 24, 2012
USDC 12-05 TOL

**GENERAL INFORMATION RE:
SOLICITATION FOR COURT REPORTING SERVICES**

1. The United States District Court for the Northern District of Ohio has a requirement for contract court reporting services at our **Toledo** location. The court estimates that a minimum of two (2) reporters will be required at any given time to fulfill the requirements. Photocopies of certificates or other similar means of evincing a reporter's qualifications must be provided with your offer.
2. Court reporters working under any resultant contract will be required to use stenotype with realtime provided on occasion, as a means of recording proceedings. (See Section C.4.d)
3. The term of the contract will be for a 12-month period beginning July 1, 2012; and to include two 12-month option periods, which may be renewed at the discretion of the Government. The Government's intent is to award a single contract as a result of this solicitation, pending circuit approval.
4. In order to be considered for award, you must be able to meet all of the court's requirements as detailed in the Solicitation Section A through K. In addition, your firm **MUST** provide evidence of the reporters qualifications required in Section C - failure to provide this information may be grounds for rejecting your proposal in its entirety. Photocopies of certificates, etc., are acceptable.
5. The Government **MAKES NO GUARANTEE** that the resultant contract will be a particular aggregate dollar value, or that the contractor will actually receive any orders for the transcription of reported proceedings. The maximum transcript approved in the district are at Attachment J.3 of the solicitation.
6. Instructions and provisions regarding the submission of offers in response to this solicitation are included under Solicitation Section L, Instructions to Offerors. In accordance with Section L, the following should be included in your proposal:
 - a) A cover letter listing the Offeror's attachments/enclosures and referencing the solicitation;
 - b) A copy of Solicitation Section A through K, with all information completed in Sections A, B and K, signed by an authorized representative of your firm;
 - c) Completed "Offeror's Reference Information" forms (Attachment J.10). One (1) copy of the references form is provided for your use; you should make as many copies as needed;
 - d) Completed "Reporters' Biographical Information" form(s) (Attachment J.9), with documentation of each reporter's certification. **ALL** required information must be provided. One copy of the biographical form is provided for your use; you should make as many copies as needed.
7. Evaluation of offers will be based on Solicitation Section M, Evaluation Factors.
8. **All offers must be received by 12:00 noon on June 22, 2012.**
9. Any questions regarding this solicitation should be in writing, addressed to Madeline Powell, Contracting Officer, United States District Court, 801 W. Superior Avenue, Rm 2-141, Cleveland, OH 44113, and received at least seven (7) days prior to the date specified under paragraph 8 above.

